

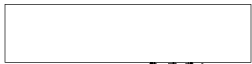
Chief, Production Section (Army)

15 May 1959

Executive Officer, PIC

Request for Parking Space

Pursuant to your memorandum of 7 May concerning the subject, of the limited number of parking spaces made available to us by Steuart Motors, none are presently vacant. It is possible that Steuart Motors may rule out the seven spaces we now have on the New York Avenue lot and give us a slightly larger area further out New York Avenue. If this action takes place, your request will certainly be considered.


Executive Officer
Photographic Intelligence Center

STAT

Distribution:
Orig & 1 - Addressee
2 - Dir/PIC files


STAT

SECRET

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etc.

III. Organization of the Publication

A. Cover Page

1. Photographic Intelligence Center Publications covers will be yellow with black overprint.

2. Covers will be used on Photographic Intelligence Center Reports, Mission Coverage Summaries, Listings, Joint Status Report Listings, Technical Publications and other publications when considered desirable by the SIO. Code-word publications which do not require covers will use the appropriate code-word cover sheet.

3. Hardstock with spiral binding will be used on large size and legal size publications and on letter size publications exceeding 10 pages in length. Soft covers with staple binding will be used on all other PIC publications requiring covers unless the hard cover and spiral binding is considered more desirable by the SIO.

4. Type of Publication

Joint
When the type of publication (Photographic Intelligence
Joint
Report and/Mission Coverage Summary) is placed on the cover, it will be centered above the title.

5. The Title

The title of a publication should be brief, accurate and comprehensive, clearly identifying the subject matter for document recovery. When necessary, the Editorial Staff should be contacted for assistance in developing a good title.

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6. Seals

Appropriate seals representing participating members in the production of a Photographic Intelligence Publication will be placed on the cover by seniority from left to right.

7. Publication Series Number and Date

The number identifying the publication series will be centered on the cover below the seal (s). The date, consisting of the month and year of publication, will be centered below the number identifying the publication series.

8. Security Caveats

The "Warning" caveat and the classification will be overprinted in red ink, and the "Must-know" caveat in black ink when they appear on the cover of the publication.

9. Type Size

The basic cover is normally preprinted with the following data when appropriate: System name slug (T-), No. Pages _____, COPY NO. _____, "warning" and "must-know" caveats, classification, Central Intelligence Agency, Photographic Intelligence Center and CIA Seal. The Espionage Law warning will be preprinted on the reverse side of the cover page. The additional information which must be printed on the cover will be in the headliner type size indicated below by large size, legal size, and letter size publications:

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Information	Report Size		
	Large	Legal	Letter
No. Pages	1652	1250	1250
Copy No.	1652	1250	1250
Type of Publication	1852	1452	1452
Title	3652	1852	1852
Sub Title	3052	1652	1652
Pub Series Number	2452	1452	1452
Date	2452	1452	1452
Coordination Slug	1852	1450	1450

10. Cover Format

Examples of PIC covers are given in Appendix A.

III. Organization of the Publication

B. Title Page

When a title page is used, it will be the first page of the publication. The printed information given below will be in the same size and style as the cover.

Classification

Type of Report

Title

Report Number

Date

Central Intelligence Agency

Photographic Intelligence Center

Classification

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